

LAYOFF MANUAL

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**PURPOSE OF MANUAL**

This manual is intended to be used as a guide by State departments in conducting staffing reductions. The various Memoranda of Understanding (MOU), reached pursuant to Government Code (GC) Section 3517.5 between the State and the exclusive representatives of the bargaining units, contain rights of represented employees in relation to staffing reductions that may, in some cases, supersede the provisions of this manual and the laws and rules that are referenced in it. It is necessary, therefore, that appropriate MOUs be reviewed as part of the planning process, prior to initiating any staffing reductions. For example, this manual contains a statement that seniority scores are determined by computing service in all classes; however, this is superseded by the provisions of the MOU for Bargaining Unit 6, which provides that seniority for employees in Bargaining Unit 6 during layoffs shall consist only of time served in Bargaining Unit 6 classes.

**MAINTENANCE OF MANUAL**

**Revisions**

Revisions will be issued in hard copy on a periodic basis by the Policy and Operations Division (POD). One copy of the manual and all updates will be provided free of charge to departments. Departments may duplicate as many additional copies as they need.

This manual is also available on the DPA Web Page.

Department of Personnel Administration  
Policy and Operations Division

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**REVISION PAGE**

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